



# City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

## INVITES APPLICATIONS FOR:

### POLICE OFFICER

#### Salary Range (monthly)

**\$3,353 - \$3,521 - \$3,697 - \$3,881 - \$4,076**

Currently MOU includes a minimum 6% pay increase on 1/1/01; minimum 6% pay increase 7/1/01

Final Filing Date: OPEN -

Reviews will be conducted periodically and integrated into the eligibility list.

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This is a promotional and open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply.

**Position:** The Police Officer position performs a variety of duties in the enforcement of laws and the prevention of crimes; controls traffic flow and enforces State and local traffic regulations; and performs a variety of technical and administrative tasks in support of the Police Department.

**Qualifications:** Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

**Education and Experience:** One (1) year experience with Police Department of Sheriff's Office or successful completion of Basic Peace Officer Academy certified by the California Commission of Peace Officer Standards and Training (P.O.S.T.) Applicants may be accepted prior to completion, but will not be acted upon until four (4) weeks prior to graduation.

**Physical and Other Requirements:** Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position; must be willing to be fingerprinted.

**Citizenship:** California Government Code 19031 (a) requires that police officers must be citizens of the United States.

**License & Certificate:** Possession of an appropriate, valid California driver's license is required.

**Examples of Duties:** Responsibilities and duties may include, but are not limited to, the following: patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; check buildings for physical security; respond to general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents; enforce traffic laws and ordinances; issue warnings and citations; direct traffic at fires, special events, and other emergency or congested situations; conduct traffic accident analyses and general traffic surveys; conduct investigations of serious injury and fatal traffic accidents; contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime prevention; prepare reports of arrests made, activities performed and unusual incidents observed; secure statements from witnesses; assist in the investigation of crimes as assigned; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend and arrest offenders; testify and present evidence in court; serve warrants and subpoenas; remain current on laws and procedures required for processing warrants.

**How to Apply:** A formal City Employment Application is required at the time of filing and may be obtained from the City of Hollister, Human Resources Division. Applications must be received in the Human Resources Division Office located at 375 Fifth Street, Hollister, CA 95023, (831) 636-4308/T.D.D. (831) 636-4319. No faxed applications will be accepted. Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form.

**Selection Process:** Academy graduates must submit a copy of a P.O.S.T. approved Police Academy certificate with required City Application. Proof of enrollment is required for in-service students. Certificate of graduation of P.O.S.T. Academy must be furnished before employment may begin. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or the Police Department. Candidates placed on the eligible list must submit to and pass a background investigation. Candidates receiving a conditional job offer must complete and pass a psychological evaluation including polygraph examination and pre-employment physical examination.

**Post-Offer Medical Examination:** Prior to appointment, the selected candidate is required to pass a post-offer medical examination. Candidates are encouraged not to quit or give notice to present employers until the medical examination has been completed and passed. The medical records shall be maintained in a confidential manner. Prior to employment, the City of Hollister will require all eligible persons to undergo a urine test for drug substance use.

**Equal Opportunity/Affirmative Action:** The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

**About The City of Hollister:** The City of Hollister sits in northern San Benito County only 47 miles from the San Jose metropolitan area, 39 miles east of the Monterey Peninsula, and 90 miles south of San Francisco. The region still retains the agricultural and cattle ranching ambiance which is its heritage. Located just south of the Santa Clara Valley, the City is 13 miles from Highway 101. Hollister's growth may reach 38,000 by the year 2010. Hollister is growing at an annual rate of approximately 3 1/2%. Protected from coastal fog and valley heat by surrounding mountain ranges, Hollister has a pleasantly moderate, sunny climate year-round. Daytime temperatures average 72.1 degrees in July and 59.9 degrees in January.

The Hollister Police Department consists of 33 sworn positions and 6 civilian positions. It is housed in a modern, state of the art, 25,000 square foot structure. The physical plant has a five point, 25 yard, indoor firearms range, a F.A.T.S. training room, a well equipped physical fitness room, crime lab, classrooms with both satellite and interactive computer based training equipment, interview rooms, report writing rooms and briefing rooms. A joint

venture with the San Benito County Sheriff's Office links all criminal records within the county to a single data base, making the officer's job easier in developing his/her cases. Officers are offered a variety of challenging activities within the department, including a SWAT Team with Hostage Negotiations Unit, Field Training Officer Program with skills pay, Motorcycle Program with skills pay, Investigations skills pay, working with a Police Explorer Program, a Reserve Police Officer Program, School Resource Officer, Crime Prevention unit, and a D.A.R.E. unit. Currently patrol officers work a 10 hour/4 day a week schedule. All of this makes the Hollister Police Department an excellent place to work and learn the law enforcement profession.

**Retirement:** PERS plan is 2% at 50: City pays all of member rate (85% cap) .

**Medical/Dental Insurance:** Choice of CalPERS Medical Plan. Dental insurance provided by City Plan.

**Long Term Disability Insurance:** 90 day waiting period; and a minimum scheduled benefit of 60% of gross salary to a maximum of \$2000 monthly.

**Educational Incentive Pay:** City pays \$110/mo. for P.O.S.T. Intermediate Certificate or \$220/mo. or P.O.S.T. Advanced Certificate.

**Life Insurance:** City pays \$30,000 Life & AD&D Insurance.

**Deferred Compensation:** Optional Voluntary 457 Plan available.

**Vision Care Insurance:** Coverage available for employee and dependents.

**Bonus Pay:** Up to the first four (4) years City shall pay a one-time lump sum bonus of \$450, \$600, \$625 and \$650 respectively.

**Uniform Allowance:** City pays an initial allotment of \$200, thereafter \$700 annually.

**Vacation Leave:** 10 days per year, increased to 15 days per year after 5 years.

**Sick Leave:** Earned at a rate of 8 hours per calendar month of service with no accrual limit.

**Holiday Pay:** City pays for twelve paid holidays in semi-annual payments.

(It is suggested that applicants review benefit package for Police Officer to better understand the salary and benefits the applicant would be receiving once having advanced from this trainee position to the position of Police Officer.)

***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.***

**DATE OF NOTICE: FEBRUARY 4, 1998 - MODIFIED JULY 12, 2000**